

Points of Contact

USAES History Office
(573) 563-6365 or (573) 563-6109
leon.usaes.rfi@us.army.mil

Engineer Regimental Museum
(573) 596-0780
usarmy.leonardwood.engineer-
schl.mbx.museum@mail.mil

Center of Military History
Unit Lineage and Honors
(Only BN CDRs/CSMs can update)
jennifer.a.nichols.civ@mail.mil

Aniston Army Depot
Clearinghouse/Historical Storage
(205) 235-4241 or (205) 235-4242

Center of Military History
Organizational History Files
(703) 805-7570
larry.j.campbell.civ@mail.mil

Center of Military History
Operational Records
frank.shirer@us.army.mil

Human Resources Command
Awards Branch
usarmy.knox.hrc.mbx.tagd-
awards@mail.mil

Institute of Heraldry
(703) 806-0055
usarmy.belvoir.hqda.mail.tioh-
webmaster@mail.mil



557th Engineer Company
inactivates at Joint Base Lewis-
McChord in October 2014



USAES History Office Mission Statement:

To provide historical information and analysis in support of mission requirements.

To establish and maintain a document collection which can serve to support current and future historical information and analysis efforts.

Apply the Past | Capture the Present | Support the Future

Contact Us

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History Office
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History Support to Inactivating and Reflagging Engineer Units

*An information guide for
commanders leading changes in
the status of their unit
IAW AR 220-5 and AR 870-5*



U.S. Army Engineer School History Office

(573) 563-6365

[http://www.wood.army.mil/
usaes/historian.html](http://www.wood.army.mil/usaes/historian.html)

Inactivation or Deactivation

By Army regulation, “**deactivating**” units are “**inactivating**.”

Inactivate: To place a Regular Army or U.S. Army Reserve MTOE unit that is not currently needed in the active force structure in an inoperative status without assigned personnel or equipment for a limited period of time. (AR 220-5)

Discontinue: To terminate the existence of a TDA or provisional unit (AR 220-5)

Don't let your unit's history get lost! Provide unit history records to the USAES History Office before inactivating. Also visit <http://www.history.army.mil/about/inactivation.html> for CMH instructions.



“Each Army TOE unit or TDA organization that is inactivated, disbanded, or discontinued is required to submit a final annual history within 6 months of termination providing particular coverage of the process of reduction and the disposition of its records.” (AR 870-5, Para 4-5.e.(1).)

“Preparers will submit...one copy to the respective branch/school history office...” (AR 870-5, Para 4-5.d.(2).)

Preserve Engineer History

The USAES History Office at Fort Leonard Wood receives over 140 requests for information per year. Soldiers, veterans, retirees, family members, and academic researchers want to know about your unit!

Before your unit inactivates or redesignates, send historical documents and information to the USAES History Office. We'll make the history available to researchers now, and preserve it for unit activations in the future.



USAES and CMH want...

- ✓ Copies of information sent to the Center of Military History (CMH)
 - ✓ Information that the CMH won't accept
 - ✓ Itschner Award submission books
 - ✓ Annual command histories
 - ✓ Captioned photos
 - ✓ Classified information
- (NOTE: Please contact us first before sending classified documents. We will coordinate to receive the information by SIPR and declassify it here at Fort Leonard Wood as needed.)
- ☒ Large, bulky, hard-to-store items such as signage, sports trophies, life-sized mascots, flags, colors, guidons, unit silver, and artwork
(NOTE: Contact Engineer Regimental Museum and Aniston Army Depot for storage of large items)

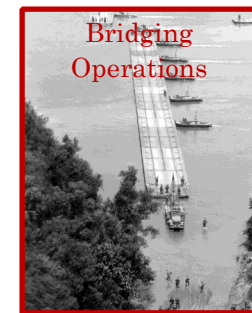
Not sure? Contact us!

Redesignation or Reflagging

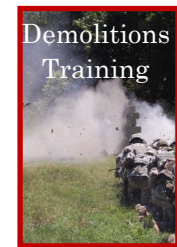
By Army regulation, “**reflagging**” units are “**redesignating**.”

Redesignate: To change a unit's official number and/or name. (AR 220-5)

Phase 1: Prepare old unit's records for historical storage (see “Inactivation” section, left).



Phase 2: Activate new unit's history by contacting the USAES History Office and the Center of Military History (CMH).



Phase 3: Maintain current unit and historical records IAW AR 25-400, AR 870-5, AR 870-20, and ATP 1-20. Periodically send items of historical interest, including documents and captioned photos, to the USAES History Office for archiving.